8 December 1978

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA

VIA: Assistant for Information, DDA

25X1   FROM:

AI ADP Control Officer/Communications Requirements Coordinator

SUBJECT: AI Communications Requirements for FY 1981-1985

1.   This memorandum is to respond to Office of Communications request
for FY 1981 through FY 1985 requirements. The FY 1981 requirement is a
specific request for communications services for an existing program. The
requirements for the FY 1982-FY 1985 address predictable but as yet un-
measured demands for services. We expect that the outcome of the Infor-
mation Handling goal (one of the DDA goals in the Agency Goals Management
Program) will submit subsequent and more refined communications require-
25X1   ments.

2.   FY 1981. Secure data communications link with Agency Archives
25X1   and Records Center [   ] to support four ODP standard soft-
copy terminals and one ODP standard RJE facility (Hetra). ISAS presently
is developing a computer data base to support the records management
25X1   activities at [   ] (The requirement for two Delta Datas and a Hetra RJE
to support this system was sent to ODP in February 1978.)   25X

3.   FY 1982-1985. In the mid-80's we see the advent of the automated
office. The technologies of communications, data processing, and text
processing will be applied to meet the office's information handling re-
quirements. These requirements include file systems, electronic mail,
information security, records management, and word processing. In par-
ticular:

    a.   Registries will need to communicate digitized memorandums,
background papers, etc., to other registries.

    b.   Registries will need to communicate with their electronic
file storage, which will be handled by either a distributed system
or the central data processing facility.

    c.   Word processing facilities will need to communicate with
other word processors and registries.   25X

     d.   Incoming messages, mail, cables, etc., received electrically will need to be disseminated and distributed electrically to the recipients.

     e.   Registries will need to send and receive facsimiles of
25X1   documents. ☐

4. All the communications necessary to support the automated office environment must be available 95% during normal working hours. Portions of the "network" must be available during off hours. The 5% "not available" must be planned for and emergency procedures be developed. Error rates cannot exceed 2%. Retransmission on demand must be available. ☐   25X

5. We foresee the Executive Registry; each directorate, office, and sub-component registry; and Agency Archives linked by electrical communications. Word processors in a given component will be communicating with
25X1 their respective registry. ☐   25X